

## Admissions & Records

College of the Siskiyous, 800 College Ave., Weed, CA 96094  
Phone: (530) 938-5500 - Fax: (530) 938-5367 – Email: registration@siskiyous.edu

### Loss of Enrollment Priority Registration Appeal

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Student ID#: S00 \_\_\_\_\_ or SSN: \_\_\_\_\_  
COS Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Minimum documents that must be included with this form as well as those identified below:

1. A typed narrative of your situation AND an Approved COS Comprehensive Educational Plan
2. Enrollment Priority Appeal Reasons: (check all that apply)
  - Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are doctor's notes, accident report, etc.)
  - I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework.
  - I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner (See attached Verification of Disability document from DSPS).

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal form is void should I fail to make academic progress.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Committee Review Date: \_\_\_\_\_  
Committee Recommendation:  Approve  Denied Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
Support Services / Follow up Recommended:  
\_\_\_\_\_  
\_\_\_\_\_  
Director, Admissions & Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Loss of Registration Priority Processing Instructions

### Loss of Priority Registration:

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

### For Distance Education (Online Students Only):

1. You may download the appeals form from our website at [www.siskiyous.edu/admissions/forms.htm](http://www.siskiyous.edu/admissions/forms.htm)
2. You will need to complete the appeal form and provide your typed narrative and any supporting documentation that would support your appeal and email the form from your student email to [registrar@siskiyous.edu](mailto:registrar@siskiyous.edu) .
3. After meeting with a counselor, take this form along with your supporting documentation (Appeal, typed narrative, comprehensive education plan, and supporting documentation) to the Admissions & Records for processing. Please note that processing requests may take up to 1-2 working weeks. It is your responsibility to ensure that the documentation is received in Admissions & Records filed by the established due date.

All Appeal forms and documentation must be received by Admissions & Records by the established deadline. Planning ahead is very important!

### Petitions must be received by:

April 1<sup>st</sup> for Summer / Fall  
November 1<sup>st</sup> for Winter / Spring

### Questions?

Admissions & Records

Email: [registrar@siskiyous.edu](mailto:registrar@siskiyous.edu)

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